

CONFIDENTIAL

25X1

MEMORANDUM FOR: ~~Director of Information Technology~~
~~Deputy Director of Information Technology~~
Chief, Management Group
Chief, Development Group
Chief, Operations Group
Chief, Engineering Group
Chief, Customer Service Group

FROM:

Chief, OIT/Personnel

SUBJECT: Secretarial Performance Awards

1. Listed below are the names of the secretarial employees assigned to your Group who have been awarded a Secretarial Performance Award. The certificates, along with a congratulatory letter from Judge Webster, will be hand carried to each Group Chief Monday, 25 April for presentation as deemed appropriate. In accordance with Agency policy, the employees may not be advised of their award nor may the certificates be presented prior to 25 April. Guidance from the DDA permits award ceremonies but no printed notices of the award recipients.

2. Please note that the certificates do not indicate the dollar amounts of the awards since they are a percentage of the salary of the employee and therefore vary from case to case. The awardees should be advised that they will receive the appropriate amount in the paycheck distributed on 5 May, (pay period 9).

CONFIDENTIAL

25X1

Page Denied

Next 5 Page(s) In Document Denied